

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: PROBATION CASE MANAGER**

**FLSA STATUS: NON-EXEMPT**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform probation work involving supervising activities of offenders placed on probation by the courts. Probation Case Manager supervises offenders and interacts with courts and judicial officials on a regular basis. Duties and responsibilities include attending court sessions, determining level of supervision necessary for individual probationers, providing limited counseling, and referring clients to probation assistance programs, and conferring with law enforcement and court personnel in matters pertaining to violation of probation by clients, maintaining and submitting data for monthly and quarterly reports and performing other tasks as assigned. Reports to Probation and Recovery Services Director and Assistant Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Meets with probationers in office or at probationers' residences according to established schedules, or more often as necessary, advising clients of provisions of probation agreements and ensuring adherence to agreements, and providing limited counseling and referring clients to community-based probation assistance programs, as necessary; meets with and/or contacts family members, employers or other references provided by clients to ensure clients' adherence to provisions of probation.

Enforces rules, regulations, policies, and procedures; maintains a secure and peaceful environment in the building.

Maintains logs, records, and reports of all contacts with clients and completes Probation Orders, Expiration of Probation Orders, and Probation Violations.

Attends court hearings to provide testimony regarding offenders, make recommendations regarding their status, and acquires additional offenders as assigned by the Judge.

Confers with district attorney's office, judges and/or law enforcement personnel about clients' violations of probation terms or other need to amend probation status, and amends probationers' files accordingly; testifies in court as to probationers' status and adherence to reporting schedules and other terms of probation, as appropriate.

Assists with intake activities including the administration of the Level of Service Inventory (LSI) to assess the needs of offenders entering the program.

Insures the proper maintenance and update of all offenders' files and audits them to insure compliance with existing regulations and standards.

Obtains urine samples from probationers for drug-use analysis.

Interacts with other agencies that provide program support activities to clients including the Department of Human Services, Treatment Facilities, Mental Health Homes, Inpatient Programs, Halfway Houses, and other approved agencies as necessary.

Facilitates classes commonly recommended for offenders including (but not limited to) Anger Management, Alcohol and Drug Abuse, Parenting Skills, Educational, Vocational, Domestic Violence, and others deemed necessary.

## **Rutherford County, Tennessee • Probation Case Manager**

---

Schedules clients for DUI schools and maintains all required documentation in accordance with state regulations. Makes recommendations regarding the level of supervision, changes in status, and revocation of offenders in their caseload.

Maintains effective working relationships with local judges, judicial officials, attorneys, local law enforcement agencies, and service providers.

Oversees the tabulation of fees from offenders and insures that the funds are properly deposited and accounted for.

Interacts with family members of offenders to obtain information, explain legal actions, status of offenders, and progress.

Prepares and submits various forms, reports, correspondence, logs, incident/accident reports, rosters, population counts/reports, receipts, or other documents on program operations on a monthly and/or quarterly basis to insure compliance with state regulations. .

Plans and organizes personal activities to meet all established deadlines and perform all job related duties in a timely manner.

Performs mathematical computations including addition, subtraction, multiplication, and division and utilize current database, spreadsheet, and word processing software applications.

Completes work at assigned work station determined by supervisor.

Works hours as scheduled.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, clients, visitors, and other individuals.

Communicates effectively with supervisor, employees, other departments, law enforcement personnel, court personnel, attorneys, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Performs requested administrative duties of answering telephone calls, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, and other tasks as needed.

Utilizes computerized data entry equipment and various word processing and/or file maintenance programs to enter, store and/or retrieve case file information; summarizes information for standard reports, selecting data from varied sources.

Conducts assigned errands, such as, transporting legal/court documentation, or other errands.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Criminal Justice, social Sciences, Management, or closely related field; a minimum of two (2) years previous experience and/or training involving Probation statutes: knowledge of social service agencies and treatment facilities in the region: strong organizational, interpersonal, and decision-making skills, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a thorough knowledge of Tennessee Code Annotated (TCA) and criminal state statutes governing probation, social service agencies, Court procedures and treatment facilities in the area: strong organizational, interpersonal, and decision-making skills, or any equivalent combination of education, training, and experience which provides the requested knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Drivers license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

### **PHYSICAL DEMANDS ANALYSIS**

#### **1. STANDING AND WALKING**

**Tasks:** Leading group, walking to and from the judicial building

**Surface:** carpet, concrete

**Estimated Total Hours:** 1-2 **Maximum Continuous Time:** 2

#### **2. SITTING**

**Tasks:** Data entry, paperwork, monitoring clients

**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 4

**3. LIFTING/CARRYING**

**Objects:** laptop, chairs, tables, books, supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs			X		
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** doors

**Height of hands above floor during push:** waist high, above head, knee

**5. CLIMBING**

**Tasks:** stairs – 4 flights

**Frequency:** one to two times a week

**6. REACHING**

**Tasks:** monitoring clients, computer, files, stocking supplies, etc.

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily		<5lbs
21-36"	All	Daily		<5lbs

**7. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	X
Computer Monitor Screen Glare	X	X
Inside Building	<u>96</u> % of time	
Outside	<u>4</u> % of time	

**8.**

**OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	

<b>Sweeping/Mopping</b>		X
<b>General Cleaning</b>	X	
<b>Handling Trash</b>		X

**9. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Laptop, computers, supplies, books, property, car, touch screen, remote

**10. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		daily
<b>Grasp</b>	X		daily
<b>Fine Motor i.e: writing, twisting hands or wrist, etc</b>	X		daily

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.\

**Yes**

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

**No**

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

**Yes**

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

**Yes**

- ♦ - ♦ - ♦ - ♦ -

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date